



STATE OF DELAWARE  
**DEPARTMENT OF TRANSPORTATION**  
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SECRETARY

**M E M O R A N D U M**

**TO:** Assistant Directors and Section Heads in the Divisions of Transportation Solutions and Maintenance and Operations

**FROM:** Natalie Barnhart, Chief Engineer, Director of Transportation Solutions *NB*  
Joe Wright, Director of Maintenance & Operations *JW*

**DATE:** October 19, 2011

**SUBJECT:** Processing of Requests for Electric Power Service for Roadway Lighting, Traffic Signals, and ITS Equipment

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The following will serve to establish and document the acceptable procedure for processing requests for electric power service on DelDOT construction projects:

- As this work is not a relocation of utilities subject to the provisions of 17 Del. C., §143, electrical power needs must be coordinated across multiple Sections of the Department to account for the type, size, location, maintenance responsibility, and installation cost specific to each project, and monthly billing arrangements.
- Project Designer (PD) & Traffic will identify power supply needs for roadway appurtenances on DelDOT projects (typically roadway lighting, traffic signals, and ITS devices) as early in the design phase as possible. PD and other appropriate sections of DelDOT (such as DTC, Tolls, etc.) will identify power supply needs for buildings proposed as part of DelDOT projects. This memorandum does not address building projects which will need to be discussed on a case by case basis.
- PD, Traffic, and Utility Coordinator will meet with the power supply company during the design phase of the project to discuss power needs, costs to the Department, whether service will be metered or tariff, and request a design and cost estimate from the utility company.
- PD, Traffic and Utility Coordinator will prepare Traffic and Utility Statements to reflect the scope of work to be performed by the utility company related to provision of new or modifications to the electric power service. The Utility Statement will provide the description of work and identify that the work associated with provision of new electrical service is to be paid for by the Department. The Traffic Statement will show the electrical service noted as an item of work with the associated cost estimate. For any projects involving roadway lighting, a copy of the Utility Statement shall be sent to North District and Business Management. A Utility Bar Chart shall be prepared to show the timing of the power supply work and made a part of the Utility Statement for the project.

- Utility company providing a new power service will forward cost estimate to the PD and Traffic Section for review. If the cost estimate comes into the Utilities Section, it will be forwarded to the PD and Traffic Section for review. The cost of the power service will be reflected in the Traffic Statement and PD will adjust project estimates as necessary. If acceptable, Traffic will add this as a line item to the Traffic Statement, and the funding will be set up under phase 5 using project funds, just like the other Phase 5 items.
- Once funding is set up and a Purchase Order established, the Traffic Section will issue a Notice To Proceed (NTP) to the utility company doing power supply work. The NTP will say to order materials and to coordinate with DelDOT Construction as to initiating work on the project site.
- After Construction advises that the job is ready, Traffic Section will prepare and submit the Request for Power Service Form to the utility company, which will trigger actual work on DelDOT's project site. Traffic personnel handling these requests can be confirmed through the Traffic Systems Construction & Inspection Section managed by Mel Peters. For roadway lighting, a copy of the Request for Power Service Form shall be sent to North District and Business Management.
- Utility company will coordinate the timing of work with DelDOT Construction, complete the work, and invoice the Construction Section. If the invoice arrives in the Utilities Section office, or any Section other than Construction, it will be forwarded to the Construction Section.
- The Construction Section will review and confirm the quantities of work listed in the invoice and forward to the Traffic Section for payment.
- Once the estimate is signed-off by Construction, Traffic will pay the invoice out of phase 5 under the project in question.
- Bills for electric power usage will be sent to and paid by the appropriate Division and Section as identified on the Request for Power Service Form. This is typically the Business Management Section in the Division of Maintenance & Operations for lighting and the Traffic Section in the Division of Transportation Solutions for signals and ITS devices.

Please distribute these procedures to appropriate staff for immediate implementation on all active design and construction projects.

NB:JW:rmw